

Positive Alternatives for Pregnancy and Parenting Grant Program

Solicitation Name Positive Alternatives for Pregnancy
Solicitation Number DPH0000106

Date 28-Sep-16

Cost Proposal Worksheet

Section 5 - Cost Proposal

Unless otherwise specified in the eRFQ or contract agreement, all pricing should be inclusive of all costs associated with providing the services outlined in the eRFQ (i.e., shipping, postage, etc.). Supplemental Cost Data is neither required nor desired.


OFFEROR INFORMATION

Company Name	<u>Columbus Wellness Center Outreach</u>	Contact Name	<u>Luella L. Rhodes</u>
Address	<u>1220 Wildwood Avenue</u>	Title	<u>Program Director</u>
Address 2		Phone Number	<u>706-596-1171</u>
City, State, Zip	<u>Columbus, Georgia 31906</u>	Email Address	<u>cwcopp@bellsouth.net</u>

BUDGET DETAIL SUMMARY

	DESCRIPTION OF SERVICES	Unit of Measure	Cost per Unit	Number of Units	Total Annual Amount
1	Administrative Fee (Please provide a separate line item cost to show how the fee is distributed)	1	\$46,545.00	1	\$46,545.00
2	Salaries and Wages	1	246200.00	1	\$246,200.00
3	Office Supplies	1	\$2,400.00	1	\$2,400.00
4	Postage and Handling	1	\$780.00	1	\$780.00
5	Meeting Expenses	1	\$2,500.00	3	\$7,500.00
6	Travel	1	\$0.54	14400	\$7,776.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
11					\$0.00
12					\$0.00
13					\$0.00
14					\$0.00
Total Projected Annual Costs					\$311,201.00
<i>* This total cost is the amount that should be entered as the bid in Team Georgia Marketplace/Peoplesoft</i>					

I attest the information contained in this Cost Proposal Worksheet is an accurate estimate of our organization's financial proposal for this bid event.


Authorized Signature

Luella Rhodes

Printed Name

Columbus Wellness Center Outreach and Prevention Project, Inc.

Administrative Fee Destructutions	Request
Facility Cost (Utilities) 1800sq ft. X \$13.60/sq. ft. (Houses staff, liaisons, storage for records and as space \$2,450/mth X 12 months	29,400
Copier Lease=Vital in preparation of application reports, correspondences, narratives, performance progress reports, follow-up etc. \$216 X 12 months = \$2,600 PAPP of Georgia cost \$1,300	1,300
Telephone/Internet=Vital to correspond with staff, providers, DPH staff, vendors, clients, etc. \$130/month X 12 months=\$1,560	1,560
Professional and Property Liability \$265/month \$3,180 PAPP of Georgia Cost \$2,385	2,385
Albright, Fortenberry, Nina, LLC Tabb & Tabb, LLC=Scope of work: financial audit and 990s	6,500
Expert Accounting= Creates financial transactions, report, including posting information to accounting journals, and accounting software from invoices, receipts, and supplier invoices, providers invoices; reconciles accounts to ensure their accuracy @ \$200/month X 12 months	2,400
Wells OptRight Payroll Solution: Bi-monthly/quarterly/annual services ensuring additional accountability and timely provider payments \$250/month	<u>3,000</u>
Administrative Fee Total	\$46,545.00

Salary and Wages	Request
<p>Luella Rhodes--Program Director (FTE 0.50) with over 20 years of programing experience will oversee The agency's role in the PAPP of Georgia, the application process, planning of activities, fiscal management and financial accountability. Attend providers and community meetings, event and coalitions during traditional and nontraditional hours requiring extensive traveling for monitoring, and mediating when warranted. Direct liaison to DPH</p>	24,000
<p>Sheila Leonard--Program Assistant (FTE 0.50) with 8 years of preparing and verifying reports will provides administrative, clerical skills and support: prepare reports, documents and correspondence. Attends provider and community meetings during traditional and nontraditional hours requiring extensive traveling. Knowledgeable and open minded to diverse cultures and areas of Georgia, serves as the liaison for Regional Coordinators and Program Director (also DPH)</p>	30,000
<p>Britney James--Regional Liaison (FTE 100%) with 2 years of community lead activities and provider supervision for federal and state awards will serve as lead to selected regional pregnancy resource providers. Work with individuals and teams in the regional area providing technical assistance, reviewing systems of accountability, ensuring data collection, reporting, and financial review of systems. Report to Sheila Leonard with financial reporting to Gwen Askew and Yvonne Ferguson</p>	40,000
<p>Regional Liaisons X 2 To Be Hired (FTE 100%) will lead selected regional pregnancy resource providers. Work with individuals and teams in the regional area providing technical assistance, reviewing systems of accountability, ensuring data collection, reporting, and financial review of systems. Report to Sheila Leonard with financial reporting to Gwen Askew and Yvonne Ferguson (\$48,000) X 2</p>	80,000
<p>Gwen Askew Compliance Monitor-- (Part-time) at \$20/hour with over 30 years if financial management and monitor of 16 counties experience in spread sheet development, monitoring, charting federal and state awards. Will working closely with the Regional Liaison to ensure financial integrity.</p>	12,000
<p>Yvonne Ferguson Data Specialist (Part-time) @ \$20/hour with over 20 years of programing, spread sheet development and data entry. Proficient in data entry for federal, state awards and hospital electronic system.</p>	12,000
Salary and Wages Total	\$ 198,000.00

Fringe Benefits		
Workman's Compensation & FICA	10.3%	
Health	4.8%	
Long Term Disability	1.5%	
Retirement (5% of total salary)	5.0%	
Unemployment	<u>2.7%</u>	
TOTAL	24.3%	48,200

Office Supplies

Office Supplies (paper, pencils, hand sanitizers, Lysol sprayers, paper towels, toilet paper, tape, pens, staplers, folders, brochures, youth friendly markers, plaques, trophies, USB storage drives, external hard drives, binders, stickers, ink cartridges, toners) \$200 X 12 month=\$2,400

Office Supplies Total **2,400**

Postage and Handling

Postage and Handling Process of corresponding to DPH and pregnancy resource providers at \$65/month X 12 months=\$780 **780**

Meeting Expenses

Meeting Expenses for orientation and presentations training providing pregnancy resource providers and staff with DPH requirements, programmatic reporting and best practices conferences **7500**

Travel

State travel for Program Director, Program Assistant, and Regional Liaisons to pregnancy resource providers sites for technical assistances, compliance and monitor. (Averaging 1200 miles per month pending locations one) 14,400 miles yearly @ \$.54 per miles = \$7,776 **7776**

PAPP of Georgia Total **\$311,201.00**